



DR. BUU NYGREN **PRESIDENT**

RICHELLE MONTOYA **VICE PRESIDENT**

The Navajo Nation | Yideeskáadi Nitsáhákees

Memorandum

To : Department Managers and Supervisors
Executive Branch
Legislative Branch
NAVAJO NATION

From : 
Nicketa K. Kirk, Program Manager I
Office of Background Investigations (OBI), Navajo Nation
DIVISION OF HUMAN RESOURCES

Date : October 3, 2023

**Subject: Navajo Nation Personnel Policies Manual (NNPPM) Amendments:
Provisional Hire Procedures Timeline & OBI Processes**

Pursuant to the Health, Education and Human Services Committee (HEHSC), Resolution No. HEHSCAP-04-23; *An Action relating to HEHSC; Amending the Navajo Nation Personnel Policies Manual Section IV.K.5; Approving the Navajo Nation to hire employees on a provisional basis while background checks are pending.*

The OBI continues to advocate the implementation of streamlining the hiring initiatives while expediting the background check process.

Respective Department Supervisors/Managers, upon hiring of personnel, you are required to complete and submit the following OBI forms to our office within 5-days of hire, for the employee to initiate the background check process for employment.

1. Referral for Background Check and Adjudication
2. Provisional Hire form

During OBI's active progress with background checks, please ensure that new hire employees are submitting required documents, such as, *driving reports and/or valid state driver's license, and other items listed on OBI Security Packet checklist. Please follow link provided to visit our website for more information and forms* [Navajo Nation Office Background Investigations > Required Documents \(navajo-nsn.gov\)](https://navajo-nsn.gov)



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Failure to initiate or complete the background check process will result in disciplinary action.
NPPM Section IV. K. Background Check and Adjudication for Sensitive Position Procedures; attached.

- 1 a. *Upon an applicant's hire, it is important that within five (5) working days of the effective date of hire, the supervisor issues a written Referral for Background Check form to the employee. Upon receipt of the Referral form, the employee will report to OBI to complete the Intake process and sign a Provisional Hire Form. If the supervisor does not comply with the submission of the Referral Form for the employee, the supervisor will be subject to disciplinary measures under the Table of Penalties Offense No. 42 of the NNPPM: Failure of the supervisor to notify the employee, in writing, of background check required by Section IV.K.*

And,

- b. *If the employee does not report to OBI to complete the intake process OBI shall inform the supervisor in writing, and the employee may be terminated from their employment under the Table of Penalties Offenses No. 14: Failure to complete the background check required Section IV.K.*

Further, our office, in coordination, with the Navajo Department of Personnel Management (DPM) provide orientation during the Navajo Staff Development & Training (SDT) New Employee Multi-services Orientation (NEMSO) on a monthly basis.

Thank you, we appreciate a productive working relationship with each department, our office is available to assist your department upon your request. If you have any questions, please refer to me or to Department of Personnel Management.

File/Distribution
Cc: NNDPM
Enclosure

Concurrence:

A handwritten signature in black ink, appearing to read "Debbie Nez-Manuel", is written over a horizontal line.

**Ms. Debbie Nez-Manuel, Director
DIVISION OF HUMAN RESOURCES, NAVAJO NATION**



The Navajo Nation


Yideeskáadi Nitsáhákees

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RICHELLE MONTOYA *VICE PRESIDENT*

MEMORANDUM

TO: Departments/Programs/Divisions/Branches
THE NAVAJO NATION GOVERNMENT

FROM: 
Debbie Nez-Mahuel, *Division Director*
Division of Human Resources Administration

DATE: October 1, 2023

SUBJECT: **STANDING DELEGATION OF AUTHORITY – *Division Director***
FISCAL YEAR 2024

Be informed that the Personnel listed below will be delegated in the capacity of the Division Director of Human Resources during my absence.

This delegation is for administrative progress only. Policy decisions and personnel matters are not delegated and are reserved specifically for the Division Director.

Your continued understanding and cooperation with the delegated personnel is expected. If you have any questions, you may call the Division Administration Office at (928) 871-6375.

ACKNOWLEDGEMENT:


Nathaniel Brown, *Deputy Director*
Navajo Division of Human Resources


Tomicita Woodie, *Human Resources Director*
Department of Personnel Management

cc: 2023. DHR Correspondence File
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